

**CES NS Chapter Minutes  
February 19, 2015**

Present: Nancy Carter, Rob Chatwin, Kevin Randall, and Katherine Connell (minutes), and Rob Assels, Andrealisa Belzer

Regrets: Kathryn Graves, Monica Jordan

**1. Welcome**

**2. Call to order**

Called to order 12:03pm.

**3. Review of Agenda**

A motion to approve the agenda was made by Rob A and seconded by Nancy. The agenda was approved.

**4. Review of Minutes – January 2015 Board Meeting**

A motion to approve the minutes was made by Rob A and seconded by Nancy. The minutes were approved.

**5. Standing Items – Business Arising- Updates**

**5.1. CES National Council update – Rob C**

A new Executive Director was hired, in BC, under a one year contract which started February 16<sup>th</sup>. There is a teleconference next week, which will determine the role ED.

Board of Directors Liability insurance remains that same, and the NS chapter is covered under the national plan.

**5.2. Finance—Rob A.**

A Paypal transfer has been made, and the current bank balance is over \$8000. Kevin and Rob have been working closely to sort out the cheques, as it is sometimes unclear what the cheques are for. In the future maybe we will encourage the use of Paypal over cheques, as this would reduce the administrative burden on the committee. We will investigate moving to a direct deposit system for government. Kevin and Rob will continue to work on cheque reconciliation.

**5.3. Correspondence – Katherine**

Minutes are up to date on the website. The RFP for Dartmouth North Tutoring will be posted today.

#### **5.4. Information technology – Kevin**

In an effort ensure those using the student discount at PD events we get student numbers. To be eligible for the discount they must be full time students. We will need to incorporate this wording on the event flyers.

Kevin has created email addresses using executive titles for each board member. The website address has been changed to cesns.ca. The banner was changed to draw people to the National website. We have 56 LinkedIn members (up 4 from last month), 43 website followers and have had 287 web hits in January. 213 of those were from Canada followed by 48 hits from Russia. We have protection on our website.

#### **5.5. Membership – Monica**

No report.

#### **5.6. Program – Kathryn**

No report.

##### **5.6.1. ESS**

This was tabled for next meeting. However, board members were asked to think about how ESS can be promoted here. In Ottawa ESS is 4 days and costs about \$1800. If NS delivers ESS the chapter must pay National \$25/ person. Perhaps there is an opportunity for an Atlantic-wide ESS? Maybe in the fall?

##### **5.6.2. Chapter AGM**

Nancy and Rob will approach a contact they have at Dalhousie University about holding a session on Complexity theory and evaluation / collective impact, and will work with Kathryn Graves. This will be a ½ day event/ conference followed by the AGM. This should be run in early- mid June, after the National AGM in Montreal.

### **6. Other/ New business**

#### **6.1. Strategic Initiatives: public Service Commission and Dalhousie Evaluation Course**

No update at this time.

#### **6.2. Board Succession Planning**

The group reviewed the current positions. Each board member will let Rob know what their intentions are for filling the positions for the next year.

#### **6.3. CES National Award Submission- Nancy**

The board will not be submitting an application.

#### **6.4. Outcome Mapping – Andrealisa B.**

Andrealisa lead a discussion on outcome mapping and CES. We will use outcome mapping at the local level to understand our contributions, and identify our boundary partners.

To begin, 2-3 board members will review the logic model and present back to the Board. Andrealisa, Nancy, and Katherine are interested in working on this project and will ask Monica to join.

This exercise will inform our strategic plan. Rob will add this to the agenda for upcoming meeting.

### **6.5 Chapter support to members and board for 2015 conference in Montreal in May**

The registration cost is \$575 (early bird) and it would be \$199 night for the hotel.

In the last few years we have been offering \$500 for the president or his designate to attend the conference. Rob has not yet decided if he will attend this year. Last year we also had three \$500 offerings to support others to attend the conference.

CES NS will contribute \$2000 for the conference this year, and the breakdown will be determined once the hospitality costs are confirmed. A motion to approve a budget of \$2000 (to cover all expenses regarding the national conference) was put forward by Rob A. and was seconded by Katherine. The distribution will be determined in March-April.

The board may also consider ways to support members in-kind by providing ways for people share drives, hotels, or offer a buddy system etc.

Andrealisa will be delivering a presentation on evaluation in NS (advances and challenges) and is looking for member input. Andrealisa will send a blurb to Katherine to post on website for information about her CES presentation, and a call for feedback. Kevin will help facilitate this.

**Next Meeting:** March 19 @ noon

Location: NSHRF Board Room + teleconference option

The meeting adjourned at 1:09pm.